

CHARTER
of the
NATIONAL CAPITAL INVENTORY & MONITORING NETWORK
BOARD OF DIRECTORS

INTRODUCTION

The purpose of this document is to describe the basic practices that will be used to plan, organize, manage, and evaluate the efforts of the National Capital Region Inventory & Monitoring (I & M) Program with respect to the National Park Service Natural Resource Challenge.

The I & M Program is being implemented at eleven parks within the National Capital Network of the National Park Service. The parks are: Antietam National Battlefield (ANTI); Catoctin Mountain Park (CATO); Chesapeake and Ohio National Historical Park (CHOH); George Washington Memorial Parkway (GWMP); Harpers Ferry National Historical Park (HAFE); Manassas National Battlefield (MANA); Monocacy National Battlefield (MONO); National Capital Parks – East (NACE); Prince William Forest Park (PRWI); Rock Creek Park (ROCR); and Wolf Trap Farm Park (WOTR).

Responsibilities of the Board of Directors

The major responsibilities of the Board of Directors shall be to:

- Promote accountability and effectiveness for the I & M Program by reviewing progress and quality control for the Network and oversee spending of Network funds.
- Consult with and solicit professional guidance from the Network's I & M Science Advisory Committee (SAC), the Natural Resource Advisory Team (NAT), and other individuals and organizations on the design and implementation of vital signs monitoring related to the Natural Resource Challenge.
- Decide on strategies and procedures to best accomplish the I & M goals.
- Consult on the hiring of personnel with funds provided to the Network through I & M Program funds.
- Seek additional funding to leverage the funds provided through the I & M Program.

Membership

The Board of Directors is comprised of:

1. A superintendent or their designee from each I & M park with one superintendent being appointed as Chairperson.
2. The National Capital Network I & M Coordinator, Monitoring Coordinator, and Chief of Natural Resources and Science.
3. Any member deemed appropriate by the Board.

Procedures

Board Meetings: The Chairperson and the I & M Coordinator will coordinate and prepare a formal agenda for a minimum of two meetings annually. Any member may call for a special meeting of the Board if they determine a need or may request conference calls to deal with specific issues.

Alternates and Quorums: Any park superintendent or their designee who cannot attend or otherwise participate in a meeting of the board may assign an alternate from the park. Eight Board members constitute a quorum.

Decision Making: All decisions will be consistent with the I & M and Natural Resource Challenge requirements and finalized by a majority vote. All decisions will be documented with responsible individuals and deadlines identified, as appropriate. Such decisions will be distributed to all Board members.

Monitoring Plan: A plan that identifies what natural resources will be monitored, where they will be monitored and how they will be monitored shall be prepared by the I & M Coordinator and Monitoring Coordinator in conjunction with the SAC. The plan will be reviewed and approved by the Board before implementation. A final plan will be completed no later than January 2003.

Annual Work Plan: The I & M Coordinator will present a proposed Annual Work Plan to the Board for discussion, modification and approval no later than September 1 of each year. The Annual Work Plan will identify goals to be accomplished, responsible individuals, assigned deadlines, I & M Program budget and funding sources.

Annual Report: The I & M Coordinator will prepare and present an Annual I & M Report to the Board for discussion, modification, and approval. The Annual Report will detail specific accomplishments, issues to be addressed, recommendations, and a cost summary for the program. The Annual Report will be released no later than December 31 of each year.

Five Year Program Review: At the end of fiscal year 2004, the Board will undertake a comprehensive Program Review. The purpose of this review will be to evaluate accomplishments and products, protocols used for gathering data, data management, fiscal management, and staffing. The Program Review shall provide the principal basis for any significant changes in program direction and any recommendations will be forwarded to the National I & M office.

Funding: Available I & M Program funds will be distributed as directed through the Annual Work Plan. All I & M Program funds must be strictly accounted for using a specific PWE code and disclosed in the Annual Report Appendix. Additionally, other funds contributed by parks, other NPS programs and other sources will be carefully tracked and reported.

Staff hired under this program will be supervised and administratively supported through the Natural Resources and Science Program.

Subgroups

The SAC comprised of natural resource managers and scientists, including scientists from outside of the NPS who work in the parks and are familiar with park issues, will be formed to provide technical assistance and advice to the Board. The Board will approve its composition. The I & M Coordinator will chair its meetings and coordinate its efforts. It will be responsible for:

- Identifying existing information sources about park resources.
- Participating in the identification of monitoring objectives and development of the Network Monitoring Plan.
- Assisting in the selection of indicator species, communities, and processes.
- Evaluating initial sampling designs, methods and protocols.
- Reviewing annual data reports and interpretation as well as participating in the preparation of the Annual Work Plan and Annual Report.

The recommendations of the SAC will be presented to the Board for discussion, modification, and approval.

When needed the Board, SAC, I & M Coordinator or Monitoring Coordinator may form groups of specialists to work on a particular task or a particular sub-program area. No such group will be formed without inclusion of a specific “sunset” provision.

Coordination

The Board Chairperson will work closely with the I & M Coordinator, Monitoring Coordinator and Chairpersons from the SAC and the NAT to share information on issues needing to be resolved and decisions that have to be made. The I & M Coordinator will be expected to provide regular briefings by memoranda, electronic mail or telephone conference to the Board.

Partnerships

The Network's I & M Program may evolve to include other land and resource managers within the greater landscape of the Network. In no case will this be done without approval of the Board and the National Capital Regional Director. Non-NPS participants will not have decision authority granted to the Board.

Reporting

Minutes of Board and SAC meetings will be circulated by the I & M Coordinator and Monitoring Coordinator to all members. Copies of the Monitoring Plan, Annual Work Plan, and Annual Report will be circulated to all Board members. The I & M Coordinator will be responsible for maintaining the Administrative Record.

Amendment

The Board may make amendments to this Charter at any time. The I & M Coordinator will be provided a 30 day advanced notice of any proposed amendments before they will take effect.

Approval Signatures

John Howard, Superintendent, Antietam and Monocacy National Battlefields	Date
Mel Poole, Superintendent, Catocin Mountain Park	Date
Doug Faris, Superintendent, Chesapeake and Ohio Canal National Historical Park	Date
Audrey Calhoun, Superintendent, George Washington Memorial Parkway	Date
Don Campbell, Superintendent, Harpers Ferry National Historical Park	Date
Robert Sutton, Superintendent, Manassass National Battlefield	Date
John Hale, Superintendent, National Capital Parks/East	Date
Robert Hickman, Superintendent, Prince William Forest Park	Date
Adrienne Coleman, Superintendent, Rock Creek Park	Date
William Crockett, Superintendent, Wolf Trap Farm Park	Date